

TITLE: **Staff Assistant**

STATUS: Non-exempt

PRIMARY DUTY:

- answers telephones;
- provides secretarial services;
- greet visitors to the office;
- responds to constituent requests for general information and other non-legislative inquiries;
- monitors delivery and pickup of materials;
- maintains front office; and
- assists with various administrative duties.

TYPICAL RESPONSIBILITIES:

- answers and screens telephone calls for the Senator and other staff members;
- greet and screens visitors;
- assists person who have appointments with the Senator or other staff members (*e.g.*, ensures that the Senator's appointments are on-time and that the Scheduler is aware of a visitor's arrival);
- maintains handout literature regarding the state and the Senate;
- signs for deliveries and forwards all deliveries to appropriate staff members;
- maintains the office answering machine and voicemail messages from constituents;
- ensures that requests for assistance are directed to the appropriate staff member;
- maintains the reception room (*e.g.*, waters plants, ensures magazines are up-to-date, etc.);
- maintains the office guest book;
- maintains a list of Cabinet Members with names and addresses;

- maintains a list of frequently-requested numbers;
- records visitors' opinions and visitors' names, address and other relevant information from public opinion messages;
- helps log in mail to office database; and
- performs general typing and administrative assignments.